

# Hosting a Business After Hours



Hosting a Business After Hours is a great opportunity for Chamber businesses to showcase what they do!

*Business After Hours (BAH) are typically held on the first Thursday of each month from 5:30-7:30pm, dates and times may be adjusted to accommodate our host's availability.*

Host	Suggested event components:	Host Responsibilities
		<p>Promote own services &amp; products</p> <p>Provide pupus and refreshments</p> <p>Provide at least one 6' or 8' table and two chairs for registration</p> <p>We strongly encourage hosts to promote their products or services by offering them for prizes! We suggest a minimum of 3-5 prizes.</p>
HICC	<p>HICC retains the registration fees; BAH event fees are usually \$20 for each member and \$30 for each non-member</p> <p>Member businesses may host or co-host no more than one BAH per Chamber year (July 1- June 30)</p>	HICC Responsibilities
<p>Plans with the assistance from the Chamber office &amp; social committee</p> <p>Hosts may team up with other Chamber businesses to co-sponsor their event</p> <p>Hosts &amp; co-sponsors must be Chamber members in good standing</p>	<ul style="list-style-type: none"><li>• Welcome &amp; introduction of hosts, Chamber team</li><li>• Share information about host business(es) &amp; evening's activities</li><li>• Refreshments &amp; pupus</li><li>• Prize giveaways</li><li>• Tours, demonstrations, entertainment</li><li>• Mahalo &amp; goodnight</li></ul>	<ul style="list-style-type: none"><li>• Prepares event flyer</li><li>• Accepts event registrations &amp; fees</li><li>• Promotes event via e-blasts, social media, and Chamber website</li><li>• Prepares name tags for event attendees</li><li>• May prepare prize entry forms, evaluation forms, drink tickets, etc.</li><li>• Arrives 1 hour prior to the event to setup registration desk</li></ul>

